

GREENE COUNTY CIVIL SERVICE COMMISSION
411 MAIN STREET, CATSKILL, NEW YORK 12414
518-719-3253 – www.greenecountyny.gov

Announces an
OPEN COMPETITIVE CONTINUOUS RECRUITMENT EXAMINATION FOR
EMERGENCY MEDICAL TECHNICIAN

NON-REFUNDABLE FILING FEE: A \$15.00 filing fee must be submitted with your application in the form of a check or money order. Credit cards can be accepted when filing applications in **person only**. Please be advised the service fee is 2.49% or a flat fee of \$1.50, whichever is greater, for each credit card transaction.
CASH IS NOT ACCEPTED

LOCATION OF POSITION: ALL TOWNS WITHIN GREENE COUNTY UTILIZING THIS TITLE (full time and part-time).

RESIDENCY REQUIREMENTS: There are no residency requirements for filling applications, but preference in appointments may be given to Greene County residents. (C.S. Law #23, Para 4, Sub Para 4-a)

SALARY: Salary will vary by municipality

DISTINGUISHING FEATURES OF THE CLASS: An employee in this position shall be certified as an Emergency Medical Technician. This position involves the responsibility for effectively providing emergency care and treatment for persons in need of medical treatment, sick or injured in various, sometimes physically demanding situations. The incumbent will be required, to be able to, safely operate a variety of related emergency services equipment. When not driving or assisting emergency personnel on the scene, the employee will perform routine clerical duties including New York State Patient Care Reports call sheets, perform daily routine maintenance on the emergency services vehicles, associated apparatus, and building and grounds. Depending upon the municipality where employed, the incumbent will work under the general direction and supervision of the Chief of Emergency Medical Services or under the general direction of the Ambulance Administrator and supervision of the Ambulance Supervisor. An employee in this class is generally not required to supervise others. The incumbent will perform all other duties as required.

TYPICAL WORK ACTIVITIES: Operates a specially equipped vehicle responding to medical emergencies and assists emergency services personnel in the provision of basic and advanced life support services; Administer emergency medical treatment both on the scene and in transit utilizing a variety of emergency and medical care equipment in the provision of basic and advanced life support services; Monitor and maintain ambulance(s) and equipment to ensure they are in proper working order; Maintains an inventory of supplies; and report any need for replacement of equipment or supplies to the proper authority; Attend training programs and participate in other activities as needed to maintain appropriate knowledge level for performance of job functions; Required to prepare and complete New York State Patient Care Report call sheets, including all required information in a timely fashion in accordance with established PCR policy. May be required to complete any or all daily or monthly data/call logs when required; Maintains the cleanliness of ambulance(s), and first response vehicles when required to ensure vehicles are in appropriate operating condition; Maintains the building facility inside and out and garage as needed, by performing a variety of housekeeping duties, building and grounds maintenance and snow removal; May be required to perform other duties as directed by the Chief of Emergency Medical Services or the Ambulance Administrator; May be instructed to perform administrative, public relations, support, or adjunct services; The employee is expected to maintain a physical condition conducive to the safe and effective performance of the strenuous duties of one who performs life saving efforts;

MINIMUM QUALIFICATIONS: Graduation from high school or possession of high school equivalency diploma AND possession of a current certification as an approved Emergency Medical Technician issued from the New York State Department of Health.

SPECIAL REQUIREMENTS AT THE TIME OF APPOINTMENT:

- ❖ Possession of a valid Cardiopulmonary Resuscitation (CPR) card
- ❖ Possession of a valid New York State Drivers License with no more than four (4) violation points

In addition, Candidates must successfully complete a certified Emergency Vehicle Operation Course during the first year of employment.

EVALUATION OF TRAINING AND EXPERIENCE

SUBJECTS OF THE EXAMINATION: The only subject of examination will be an evaluation of your training and experience. Therefore, you are asked to include in your application all your training and experience and ALL certifications pertaining to your EMT position, including a copy of your driver's license and CPR card. ***ALL SECTIONS OF THE APPLICATION MUST BE COMPLETED. A RESUME WILL BE ACCEPTED ONLY AS A SUPPLEMENT TO THE APPLICATION, NOT A SUBSTITUTE FOR IT.***

APPLICATIONS ARE ACCEPTED CONTINUOUSLY: For applications, please contact this office at the above address or visit our web site at: www.greenecountyny.gov. Successful candidates will have their names interfiled on continuous recruitment eligible list. Eligibility will be for one (1) year from the date of the examination taken. Candidates may take this examination every six (6) months.